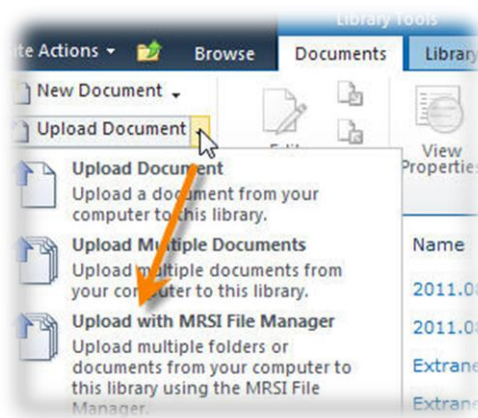


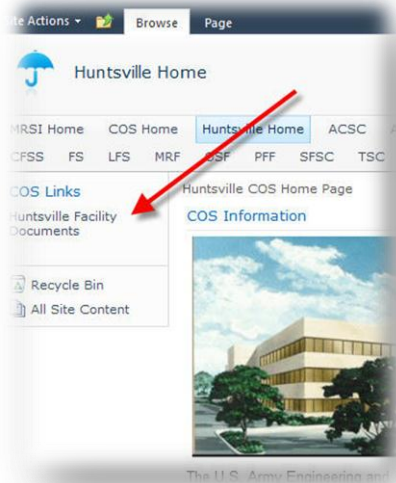
SharePoint File Manager

The SharePoint File Manager is a tool written by the [MRSI](#) team. Its purpose is to improve the methods available for uploading folders and files into a SharePoint document library. It allows you to drag-n-drop folders and files onto its file view for upload. This is much simpler and efficient than the website methods.

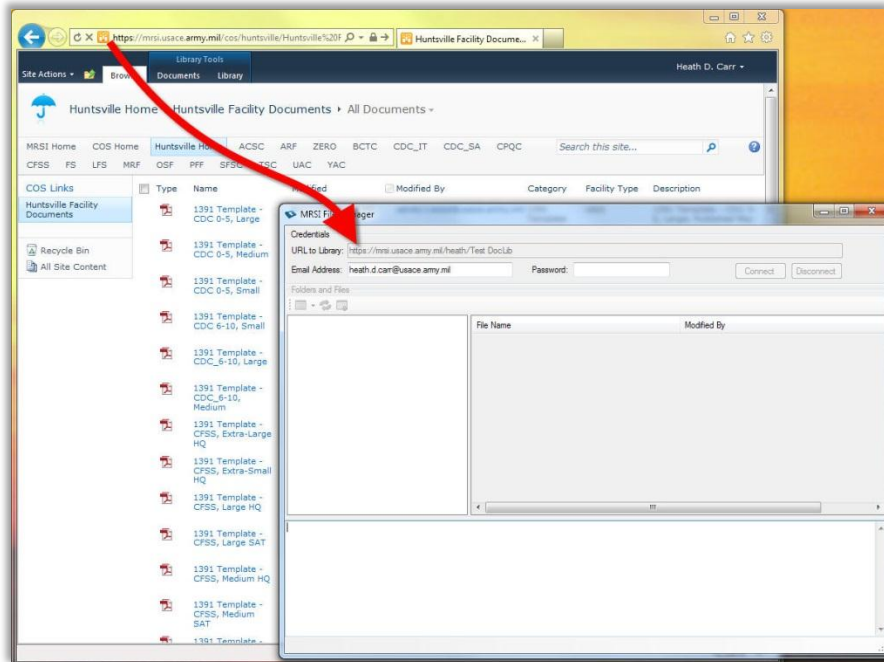
1. To run the SharePoint File Manager, browse to the document library in which you want to add files. Then on the Documents tab across the top, click the **Upload Document** button's down arrow and then click the **Upload with MRSI File Manager** button.



- a. If this is the first time using the application it will install on your computer. Please accept any requests for installation. When installed, the application will put a shortcut on your desktop called *SharePoint File Manager* as well as in the Start Menu (*MRSI->MRSI Products->SharePoint File Manager*).
 - b. The application will start up and automatically point to the document library you were in when you clicked the button.
2. After first use you can click one of the shortcuts to start the application. It will remember the last document library you worked on.
 3. You do not need to restart the SharePoint File Manager to change to a different document library.
 - a. Browse to the document library you want to upload files into. Optionally, you can navigate to a subfolder within the library.



- b. With the SharePoint site opened to the desired document library and the SharePoint File Manager application open, drag the icon (favicon) next to the address line URL in Internet Explorer to the URL area in the SharePoint File Manager application.



4. Click "Connect" in the SharePoint File Manager application. You'll then be able to navigate the folder hierarchy through this application.

5. To upload files into this SharePoint document library, open up the folder on your hard drive then drag and drop the desired folders/files straight into the SharePoint File Manager application's file view.

